

U.S. Department of Energy

OAK RIDGE OPERATIONS OFFICE

ANNOUNCEMENT

OR 3792

May 9, 2001

SUBJECT: EMPLOYEE ASSISTANCE PROGRAM

Studies show that seventy percent of all illegal drug users are employed. Throughout the United States, one in twelve full-time employees reports current use of illicit drugs or alcohol. Absenteeism, increased insurance claims, exhaustion of sick leave, tardiness, and lost production are some results of drug abuse and alcoholism in the workplace. DOE Order 3792.1A, Employee Assistance Program (EAP), requires that we periodically provide training to supervisors, managers, and employees regarding their program duties and responsibilities.

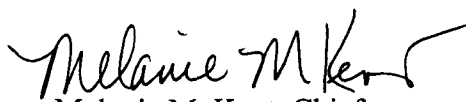
Albert H. Smith, PhD., Psychologist, Director of Westside Psychology and EAP will speak on manifestations of alcoholism, drug abuse, and violence in the workplace. Iris Housley, COHN-S, will speak on the EAP.

All supervisors and employees are strongly encouraged to attend one of the following presentations:

<u>Day/Date</u>	<u>Time</u>	<u>Location</u>
Wednesday, May 16, 2001	9:00-10:30 a.m.	OSTI, Assembly Area
Tuesday, May 22, 2001	9:00-10:30 a.m.	Federal Building, B-10-12

Family members are welcome to attend any session.

Questions about the EAP or presentations may be referred to Iris Housley, COHN-S, at 576-0682.


Melanie M. Kent, Chief
Personnel and Management
Analysis Branch